

# DISTRICT HUMAN RESOURCES DEVELOPMENT COUNCIL

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## APPLICATION COVER SHEET

**Job Title:** Family Services/Transportation Manager

**Wage:** \$13.79 per hour

**Hours:** 40 per week during Head Start school year/20 per week during summer months, 40- 52 weeks per year

**APPLICATION DEADLINE:** 5:00 PM, Tuesday, January 23<sup>rd</sup>, 2018

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### PLEASE PROVIDE

1. RESUME
2. COVER LETTER
3. A COMPLETED DISTRICT 4 HRDC EMPLOYMENT APPLICATION TO INCLUDE COMPLETED APPLICATION COVER SHEET AND SIGNED JOB DESCRIPTION

**POSITION SUMMARY:** Organization, management and administration of Head Start/Early Head Start family engagement, ERSEA and transportation services. Ensure compliance with Head Start Program Performance Standards, (HSPPS) Head Start Act, transportation regulations, Parent, Family, Community Engagement Framework (PFCE) and local policies.

**SPECIAL INFORMATION:** In-house applicants will be given priority.

### MAJOR RESPONSIBILITIES:

1. Program Planning.
  - a. Apply professional judgment to assist in developing Policies and Procedures and program long term goals in conjunction with the Family Services Parent Committee, Policy Council, parents, community partners and NMCDC staff.
  - b. Participate in gathering and analysis of available data from all involved agencies to enhance the community assessment.
  - c. Apply professional judgment to assist in developing the program budget including supplies and equipment needed for the Family Services and Transportation focus areas.
  - d. Apply professional judgment to assist in developing training for family services and transportation staff to ensure compliance with HSPPS, Head Start act, transportation regulation and PFCE.
2. Eligibility, Recruitment, Selection, Enrollment and Attendance -- ERSEA
  - a. Eligibility-Determine eligibility of applicants using Poverty Guidelines, intake interview, program policies and HSPPS.
  - b. Recruitment-Plan, supervise and participate in recruitment of potential applicants for participation in the NMCDC program. Verify, document and track eligibility of applicants.
  - c. Selection -Plan, supervise, and participate in enrollment process of potential applicants for participation in the NMCDC program.
  - d. Enrollment -Track enrollment, maintain waitlist and consult with Education Manager and Policy Council Chair to review applications and make selections based on approved criteria.
  - e. Attendance - Track attendance and record in the Head Start Enterprise System monthly. Investigate and report when attendance falls below 85%.
3. Program Information Report(PIR) –
  - a. Monitor the PIR report-consult with Focus Area Mangers and Child Services Director to ensure accuracy.
  - b. Complete and file PIR report annually according to time frame established by the Office of Head Start.
4. Parent Family Community Engagement(PFCE)

- a. Plan, supervise and participate in comprehensive family assessment to determine the families' strengths, weaknesses, and needs. Monitoring services assuring needed services are being provided to families and documented. Assist in modification of the plan if necessary
  - b. Develop, implement, monitor, and revise as needed PFCE goals according to HSPPS.
  - c. Liaison to Policy Council and the Parent Committee
  - d. Responsible for elections of classroom delegate and alternate representation on Policy Council.
  - e. Facilitate direct involvement of parents in program planning, implementation, and evaluation, including decision-making responsibilities and active participation in all service areas.
  - f. Advocate for NMCDC families.
  - g. Plan, supervise and assist in development of a library of available community resources and facilitate development of new community resources.
  - h. Plan, supervise and assist in orientation and parent volunteer training.
5. Transportation
- a. Ensure compliance with all transportation laws, HSPPS and local policies.
  - b. Responsible for the safety of children on the bus runs.
  - c. Substitute for bus drivers.
  - d. Meet all bus emergencies as they arise

### **ADDITIONAL RESPONSIBILITIES:**

1. Maintain computerized client files, including documentation of contacts, services, and referrals of all clients.
2. Occasional contact with community services providers to communicate inter-agency agreements.
3. Must be able to pay high attention to detail on an occasional basis to complete program reports and Office of Head Start reports.
4. Transport clients and travel in service area for NMCDC recruitment contacts, client contacts, and monitoring of the family plan.
5. Assist in planning and implementing workshops for clients
6. Identify, report, and provide supportive services in child abuse cases, working in conjunction with Family Advocates, Health Manager and Education Managers.
7. Conduct personnel job performance evaluations as required
8. Other job duties as requested by supervisor.

### **MINIMUM QUALIFICATIONS:**

1. Four-year degree in social services, family services or Early Childhood Education.
2. Must possess or obtain a Family Development Credential within one year of hire.
3. Must become proficient in CDS and Child Plus within one year of employment.

### **SPECIAL INFORMATION:**

***Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).***

***Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC. Application will be rejected if incomplete or unsigned.***

**Background Check required before applicant is hired.**

*Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*

*We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*

